EDD Employment
Development
Department
State of California

Welfare-to-Work Participant Conversion Reference Guide

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Welfare-to-Work
Participant Conversion Reference Guide

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Chapter

1

Introduction

This chapter provides an introduction to the Welfare-to-Work (WtW) Participant Conversion process of the Job Training Automation (JTA) system. The WtW program ended on January 23, 2004, and participants that were being served by WtW may transition to the Workforce Investment Act (WIA). The JTA Technical Team has developed a JTA conversion process that will convert eligible WtW participant applications to WIA participant applications.

How will the conversion be accomplished?

The JTA conversion process converts eligible WtW participants into WIA participants. You may individually terminate or transfer participants, or you may choose to use this automated conversion process which would eliminate the burden of additional data entry.

Using the conversion process will:

- Generate a WIA participant application for each converted WtW participant. Generally, the WIA application number will differ from the WtW application number due to auto-generation.

- Populate all non-termed WtW enrollments with the termination code of "77" and the termination date of January 23, 2004.

- Produce a report in the Report Input/Output Handler (RIOH) within the JTA system listing the Social Security numbers of those participants that were converted and their WtW and WIA application numbers.

- Populate the WIA application date with the date the participant is converted.

Certain required fields exist on the WIA application form that are not on the WtW application form. In order for the WIA application to be complete, information for these fields will need to be entered manually. For line-item instructions for the application form, please refer to the WIA JTA Participant Forms Handbook. The fields requiring manual entry are as follows:

Number of Dependents < Age 18
Family Status 1 Parent in one-parent family 2 Parent in two-parent family 3 Other family 4 Not a family member
Family Income (Prior 6 mos)
Low Income 1 Yes 2 No
Education Status 1 Student, H.S. or less 2 Student, attending post H.S. 3 Out-of-School, H.S. dropout 4 Out-of-School, H.S. grad, employment difficulty 5 Out-of-School, H.S. grad, no employment difficulty

Most fields will be defaulted and optional fields will be left blank when converted, so please review all fields for accuracy. Chapter 3, Convert WtW Data and Load to WIA Tables (XCWW) Program Specifications, contains detailed information regarding defaults.

Who can be converted?

Current WtW participants in grant codes 801, 807, 808, 809, and 810 can be converted. Participants who were terminated from all WtW activities prior to January 23, 2004, **cannot** be converted. In addition, WtW participants already enrolled in the WIA program **cannot** be converted and must be terminated from WtW.

Chapter

2

Preparing for Conversion

This chapter provides steps that the Management Information System Administrator should implement to ensure the conversion process will transition only those participants that the subgrantees identify.

The following instructions were designed to aid the subgrantees in preparing for the conversion process but are not to be considered all-inclusive due to subgrantee requirements. Before a subgrantee runs the conversion process, care should be taken to ensure that only the intended participants are transitioned.

Cleaning Up Participant Reports

By identifying several types of participants, the following structured query language (SQL) statements were designed to assist subgrantees in ensuring their data is accurate for the conversion.

SQL Statement 1

The SQL Statement 1 assists subgrantees in identifying participants that are active in WtW first-year funding (i.e., not exited). All of these participants identified should be terminated before performing the conversion process.

```
select clnt_last_nam, clnt_first_nam, wtw_case_num, wtw_grnt_cd

from clnt l, wtw_app c, wtw_case d

where  l.ssn = c.ssn
     and c.wtw_app_num = d.wtw_app_num
and wtw_case_num not in
   (select wtw_case_num from wtw_term)
and d.wtw_grnt_cd in ('800','805','806')

order by clnt_last_nam, clnt_first_nam
```

SQL Statement 2

The SQL Statement 2 assists subgrantees in identifying participants that are active in both WtW and WIA. All of these participants identified should be terminated from WtW before performing the conversion process and will not be converted.

```
select clnt_last_nam, clnt_first_nam, a.wia_app_num, wtw_case_num,
    b.wia_grnt_cd, d.wtw_grnt_cd

from clnt l,  wia_app a, wia_case b, wtw_app c, wtw_case d

where  l.ssn = a.ssn
    and l.ssn = c.ssn
    and a.wia_app_num = b.wia_app_num
    and c.wtw_app_num = d.wtw_app_num
and wtw_case_num not in
    (select wtw_case_num from wtw_term)
and a.wia_app_num not in
    (select wia_app_num from wia_exit)
and d.wtw_grnt_cd in ('801','807','808','809','810')

order by clnt_last_nam, clnt_first_nam
```
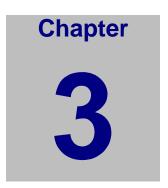
SQL Statement 3

The SQL Statement 3 assists subgrantees in identifying participants that are active in WtW and not WIA. The participants identified will be converted by the automated conversion process. If you do not want these participants to convert to WIA, then you must terminate the WtW case prior to running the automated process.

```
select clnt_last_nam, clnt_first_nam, wtw_case_num, wtw_grnt_cd

from clnt l, wtw_app c, wtw_case d

where  l.ssn = c.ssn
    and c.wtw_app_num = d.wtw_app_num
and wtw_case_num not in
    (select wtw_case_num from wtw_term)
and d.wtw_grnt_cd in ('801','807','808','809','810')
and l.ssn not in
    (select ssn
    from wia_app
    where wia_app_num not in (select wia_app_num from wia_exit))

order by clnt_last_nam, clnt_first_nam
```

Chapter

3

WtW Conversion

This chapter provides instructions to convert participants from Welfare-to-Work (WtW) into the Workforce Investment Act (WIA) using the Convert WtW Data and Load to WIA Tables (XCWW) from the JTA system. The XCWW process can be run multiple times and will select and convert records of all active current-year WtW participants that are not currently active in WIA.

Convert WtW Data and Load to WIA Tables (XCWW)

This program is used to extract WtW application data and load this data to the WIA tables as of January 23, 2004.

<u>Line Item Instructions</u>

The following are line-item instructions for the XCWW option screen.

Convert WtW Participants (Yes/No)	Enter **Y** if you want to begin the conversion process for WtW grant codes (i.e., 801, 807, 808, 809, and 810). Enter **N** if you **do not** want to begin the conversion process for WtW grant codes.

After all fields have been entered, press the appropriate **<File>** key. When the Report Input/Output Handler (RIOH) window appears, press **F1** to select the report titled WTW CONV REPORT MM/DD/YYYY HH:MM:SS. This report will list all participants that were converted and those active WtW participants that were not converted because they have an active WIA application.

<u>Function Keys</u>

All function keys will operate in the normal mode.

<u>**XCWW – Convert WtW Data and Load to WIA Tables**</u>

XCWW	Convert WtW Data and Load to WIA Tables
	Convert WtW Participants (Yes/No) <u>Y</u>

XCWW Program Specifications

```
STATE OF CALIFORNIA – EMPLOYMENT DEVELOPMENT DEPARTMENT
Information Systems Division - Job Training Automation


Program Specifications: XCWW – Convert WtW Data to WIA
Document Print Date: March 17, 2004                    File Name: xcww
```

0. OUTSTANDING ISSUES

1. BASIC INFORMATION

```
     Mnemonic:          XCWW
     Name:              Convert WtW Data and Load to WIA Tables
     Database:          Local
     Menu:              MSF
     Menu Number:       14
     Previous LP:       MSF
     Next LP:           MSF
     JAD Participants:  WID Staff   - Cindy Hobart, Jean Cole, Heather Liddicoat,
                        Patrick Cahill
                        JTA Staff   - Kristen Cooper, Annette Wolfgang
```
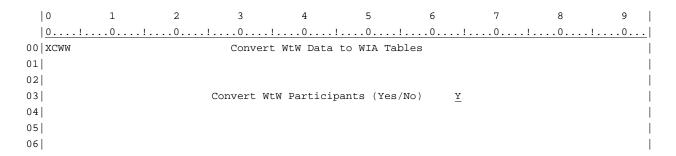
   A.   Purpose
   This program is used to extract WtW application data and load to WIA
   tables.

   B.   Description

   This program will load all active WtW participant records to the WIA
   tables as of January 23, 2004.

   C.   Definitions

2. SCREEN/FILE LAYOUT

```
  |0         1         2         3         4         5         6         7         8         9  |
  |0....!....0....!....0....!....0....!....0....!....0....!....0....!....0....!....0....!....0...|
00|XCWW                         Convert WtW Data to WIA Tables                                  |
01|                                                                                             |
02|                                                                                             |
03|                     Convert WtW Participants (Yes/No)     Y                                 |
04|                                                                                             |
05|                                                                                             |
06|                                                                                             |
```

3. INITIAL PROCESSING

   A.   Determining Security
   Standard security (using access levels) will be implemented in this
   program.

   B.   Determining Mode
   No Mode.

---

4. DATABASE TABLES AND COLUMNS

<u>Database Table and Column List Symbol Key</u>

```
UPPERCASE           :: Table name
lowercase           :: Retrieved column value
<angle brackets>    :: Values entered by user (from screen)
(parens)            :: Previously retrieved column values
{curly braces}      :: Column written {*} to indicate ADD all columns
UPD and ADD         :: Write access mode
| and &             :: Logical (Boolean) operators
[square brackets]:: Additional retrieval restrictions (where clause)
>>                  :: Values TO database table
<<                  :: Values FROM database table
==                  :: Expected number of records returned
```

<u>Additional Notes</u>

```
CLNT                >>      (ssn)
                    <<      dt_of_birth
                    ==      1


WIA_APP             >>      (wia_app_num)
                    ADD     {*}
                    >=      0


WTW_APP             >>      (wtw_app_num) [where wtw_term does not exist]
                    <<      wtw_app_num, ssn, app_dt, app_adrs, app_city, app_st,
                            app_zip, app_zip_4, app_ph, mail_adrs, mail_city,
                            mail_st, mail_zip, mail_zip_4, msg_ph, geo_cd,
                            ctznshp, alien_docum, num_depdn, curr_rcv_tanf,
                            tanf_exhst_othelig, read_grade_lvl, math_grade_lvl,
                            hi_grade_cmplt, lmtd_engl, teen_preg, teen_parent,
                            poor_wrk_hist, homeless, dsabl, subs_abuse,
                            intvwr_id, revw_staff_id
                    >=      0


WTW_CASE            >>      (wtw_app_num) AND [wtw_grnt_cd IN (801, 807, 808,
                            809, 810)]
                    <<      wtw_case_num
                    >=      0


WTW_TERM            >>      (wtw_case_num)
                    ADD     {*}
                    ==      >= 0
```

5. INTERMEDIARY PROCESSING

The program consists of three different sections: the option screen, the extraction/load section, and the formatting section.

A. Option Screen Section

<u>Convert WtW Participants (Yes/No)</u>

```
Field Format:   X
Attributes:     Required.  Default to Y.
Field Edits:    Must be Y or N.
Error Msgs:     "Value must be (Y)es or (N)o."
Processing:     If Y, run conversion of WtW data.
```

B.   Extraction Section

All active WtW application records will be loaded to wia_app table using data
from wtw_app table.

The program will select all wtw_app records where a wtw_term record does not
exist for all matching wtw_case records.

The program will prepare a report listing all of the app numbers that are
loaded to the WIA tables.

```
For each wtw_app record
    If ssn exists for open wia_app record
        Write msg to error_report
        Retrieve all matching wtw_case records
            where (wtw_grnt_cd IN (801,807,808,809,810))
    For each wtw_case record
        Retrieve all matching wtw_term records
        If matching wtw_term record NOT FOUND
            Format and insert wtw_term record for each missing record
            Format and insert wia_app record
```

C. Formatting Section

Formatting the wia_app record:

Destination	Source
Wia_app_num	Wtw_app.app_num, if in use autogen
Ssn	Wtw_app.ssn
Univ_access_only	= 2
App_dt	Current date
Wia_agcy_cd	blank
App_adrs	Wtw_app.app_adrs
App_city	Wtw_app.app_city
App_st	Wtw_app.app_st
App_zip	Wtw_app.app_zip
App_zip_4	Wtw_app.app_zip_4
App_ph	Wtw_app.app_ph
Mail_adrs	Wtw_app.mail_adrs
Mail_city	Wtw_app.mail_city
Mail_st	Wtw_app.mail_st
Mail_zip	Wtw_app.mail_zip
Mail_zip_4	Wtw_app.mail_zip_4
Msg_ph	Wtw_app.msg_ph
Geo_cd	Wtw_app.geo_cd
App_age	Calculate age in whole years, using clnt.dt_of_birth minus Current date.
Assesd	Blank
Ctznshp	Wtw_app.ctznshp
Alien_docum	Wtw_app.alien_docum
Slctv_serv	If clnt.gendr=1, then = 4
	Else if App_age <= 17, then = 4
	Else blank
Wia_dsabl	If wtw_app.dsabl = 1, then = 1
	Else if wtw_app.dsabl = 2, then = 3
Adult_educ	= 2
Job_corps	= 2

Destination	Source
Farmwrkr_pgm	= 2
Natv_amer_pgm	= 2
Vet_wia_pgm	= 2
Vet_dvop_lvr	= 2
Trade_adjmt_act	= 2
Naftaa_taa	= 2
Voctl_educ	= 2
Voctl_rehab	= 2
Wagnr_peysr	= 2
Wtw_partic	= 1
Title_v_actvy	= 2
Comm_serv_blk_grnt	= 2
Hud_pgm	= 2
Ui	= 3
Vet_stat	= 3
Oth_non_wia_pgms	= 2
Rapid_resp	= 2
Rapid_resp_addtl	= 2
TANF	= 2
Food_stamp_pgm	= 2
Basic_skill_defcnt	= 9
Ofndr	= 9
Preg_parent_yth	If wtw_app.teen_preg = 1 or wtw_app.teen_parent = 1, then = 1 Else = 2
Homeless	Wtw_app.homeless
Runaway	= 9
Num_in_fam	Wtw_app.num_depdn
Num_depdn	NULL
Fam_tanf	Wtw_app.curr_rcv_tanf
Fam_ga	= 2
Fam_rca	= 2
Fam_ssi	= 2
Food_stamps	= 3
Fam_inc_6_months	NULL
Foster_child	= 9
Wia_fam_status	Blank
Low_income	Blank
Read_grade_lvl	Wtw_app.read_grade_lvl
Read_score	blank
Read_test_cd	blank
Read_version	blank
Math_grade_lvl	Wtw_app.math_grade_lvl
Math_score	blank
Math_test_cd	blank
Math_version	blank
Hi_grade_cmplt	Wtw_app.hi_grade_complt
Wia_educ_stat	blank
Vet_dsabl	blank
Vet_recent_sep	blank
Vet_sep_dt	NULL
Vet_campagn	blank
Spouse_vet	= 2
Wia_labor	blank
Wks_unemp_last_26	NULL
Hrly_wg	NULL
Refer_wprs	= 2

Destination	Source
Wia_dsloctd_wrkr	= 9
Dslocn_job_cd	blank
Dslocn_indstry	blank
Dslocn_tenure	blank
Dslocn_dt	NULL
Pell_grnt_rcpnt	= 4
Pell_grnt_amt	NULL
Lmtd_engl	Wtw_app.lmtd_engl
Poor_wrk_hist	Wtw_app.poor_wrk_hist
Tanf_exhst	Wtw_app.tanf_exhst_othelig
Subs_abuse	Wtw_app.subs_abuse
Yth_need_addtl	= 9
Combd_wia_eligy_cd	If Ctznshp = 3, = X
	Else If wia_app.app_age >= 18, = A
	Else = X
Er_num	NULL
Intvwr_id	Wtw_app.Intvwr_id
Revw_staff_id	Wtw_app.Revw_staff_id
Form_cmplt_flg	= N
Conv_app	= 2
Opr_id	wtwconv
Orig_entry_dt	Current Date
Mod_dt	

Formatting the wtw_term table records:

Destination	Source
Wtw_case_num	Wtw_case.wtw_case_num
Agcy_cd	Blank
Incr_wgs	= 2
Wtw_term_cd	= 77
Term_dt	01/23/2004
Term_staff_id	Blank
Opr_id	Wtwconv
Orig_entry_dt	Current date
Mod_dt	NULL

6. END PROCESSING

Write a report to display the following information for every record loaded to wia tables:

```
WTW App Num        SSN                WIA App num
#######            ###-##-####        #######
#######            ###-##-####        #######     *Not converted open app exists
```

7. ADDITIONAL INFORMATION

None